

**Trust Board
20 May 2021**

**Public Board
Forward Planner**

Presented for:	Information and diary management
Presented by:	Linda Pollard, Chair
Author:	Jo Bray, Company Secretary
Previous Committees:	On-going up date to Board

Trust Goals	
The best for patient safety, quality and experience	✓
The best place to work	✓
A centre for excellence for research, education and innovation	✓
Seamless integrated care across organisational boundaries	✓
Financial sustainability	✓
Key points	
<p>The Forward Planner for reporting to Board has been updated and new information included in red text.</p> <p>All electronic diary appointments have been issued to support the corporate calendar.</p> <p>The Board area asked to note</p> <p>The addition of the draft calendar for 2022/23</p> <p>Changes in dates for DIT Committee (Aug)</p> <p>The AGM will be a virtual meeting with the use of videos, and the impact to the following day to accommodate senior NHS leaders visiting.</p> <p>The Board session with Senior clinical leaders session, was planned for 24 June will now be the morning of 5 October</p>	Information and diary management

Forward Planner Financial Year April 2021 to March 2022
(further info to be added by confirmation from Exec's - as at 19 March 2021)
 Blue text to be reported in Blue Box

Board Meeting Date	20 May 2021	29 July 2021	30 Sept 2021	25 Nov 2021	27 Jan 2022	31 March 2022
DESCRIPTION OF THE REPORT TO BOARD						
INFO FROM CTTEES						
All Cttee Annual Reports & work programmes for new financial year- Audit, F&P, QAC, Workforce, DIT, BDC, RMC, R&I (assurance at March Audit Cttee)	From all Cttee's -AR for assurance blue box. Work plans for BoD approval -					
Audit Cttee Annual Report (assurance of Cttees reported to March Audit Cttee)	Audit Cttee AR					
Audit Cttee	6 May	20 May & 24 June	10 Sept		3 Dec	4 March
F&P Cttee	March, April mins	May, June mins	July, Aug mins	Sept, Oct mins	Nov, Dec mins	Jan, Feb mins
QAC Cttee	8 April mins	2 July mins		1 Oct mins		4 Feb mins
DIT Cttee		5 June mins 3 July	21 Aug mins (to move)	13 Nov mins		26 Feb mins
Workforce Cttee	4 Mayl mins	22 July mins	9 Sept	5 Nov	19 Jan	11 March
BDC	April, May mins	June, July mins	Aug, Sept mins	Oct, Nov mins	Dec, Jan mins	Feb, March mins
RMC	April, May mins	June, July mins	Aug, Sept mins	Oct, Nov mins	Dec, Jan mins	Feb, March mins
R&I Cttee	4 May mins	23 June 2020	11 Aug mins	10 Nov mins		16 Feb mins
Rem Cttee (Plus Extra Ordinary mtgs)		21 May	30 July		26 Nov	
WYAAT CIC - Updates - work programme/projects - approvals - CIC (agenda & mins), Directors report	Directors Report Draft mins - 27 April	Directors Report	Directors Report Draft mins - 27 July	Directors Report Draft mins 26 Oct	Directors Report	Directors Report Draft mins - TBC
Health & Wellbeing B:B meetings	Draft mins - 9 March	Draft mins - TBC			Draft mins - TBC	Draft mins - TBC
QUALITY						
Patient Story (LG)	Staff presentation	presentation	presentation	presentation	presentation	presentation
PPI (LG)		Annual Update				
Complaints (LG)		Yearend Report			Six month - IQPR	
Duty of Candour (PW) Built in to Serious Incident Report with Annual Report -Oct Via QAC and Board blue box or to report to Board				Annual Report from QAC to BoD		
Safeguarding (LG/KS)		Annual Report (public version) & Serious Case Reviews -Update (workshop) PREVENT – Annual Report		Serious Case Reviews -Update (workshop)		
PREVENT report to Workshop with supporting presentation						
Maternity incentive scheme NHSR	To report to Board - from QAC	????				
Ockenden Via QAC but flow o Board ??? or separate update - Lisa what ??						
Surveys (LG) - F&FT updates (Patients)	Included in IQPR			Included in IQPR		
CQC – Action Plan Hospital Inspection (LG) (Standing agenda item QAC) - 21-23 Aug 2018	Should any visit be announced – to be added to the agenda		6 month update on action plans	Annual Assurance report		6 month update on action plans
Well Led Framework - 25 - 27 Sept 2018						
Same Sex accommodation (LG)	Annual declaration					
Environment external assessments (CR)						PLACE (CR) For 2020/21 not carried out - Covid
Ward Healthchecks (LG) (inc Hard Truths info) Update international recruitment -Investment	Update report	Update report	Update report	Update report	Update report	Update report
HCAI (LG) Reported to April QAC Blue Box BoD	Annual Report (Blue Box)					
Flu Checklist - sign off by Board (NHSE/I requirement) - (LG)				Report		
Mortality (PW) To escalate to BoD changes to SHMI & HSMR- as required	As required	As required	As required	As required	As required	As required
Learning from Deaths Q Report (ref in Chairs report from QAC - public) (PW) QAC - Learning from Deaths - Public BoD	Ref in QAC Chairs report Q Report	Ref in QAC Chairs report Q Report		Ref in QAC Chairs report Q Report		Ref in QAC Chairs report Q Report
Leeds Improvement Method Update (PW&HR) Timeout sessions	Move to timeout					
Seven Day Service Board Assurance (PW)						

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Report to QAC Blue Box BoD Suspended						
PERFORMANCE						
Performance (exec team)	IQPR	IQPR	IQPR	IQPR	IQPR	IQPR
Finance (SW) Approve 2021/22 Financial Plan Capital Programme Five Year £ Plan To include - Commissioners Contract	IQPR	IQPR June Timeout Fundamental £ review	IQPR Fundamental £ review	IQPR Dec Timeout Fundamental £ review	IQPR Report plan 2021/22 Five Year £ Plan	IQPR Fundamental £ review
Contract /Activity – commissioners (CS)						Sign off by BoD
NHS I Planning Guidance (JG) Public Board					Draft	Sign off by BoD
Winter Plan (CS) to Include Update from Discharge Collaborative , Out Patients (CS, PW), Updates on Wharfedale (CS) - all become part of re-set and Covid recovery Covid Recovery	On-going	On-going	On-going	On-going	On-going	On-going
WORKFORCE						
Staff story(JL)	Video - FTSU related Linked to annual report				Staff story	
People (JL)	IQPR	IQPR	IQPR	IQPR	IQPR	IQPR
Staff Survey (JL) Include in CE report (RN)					Headlines BoD review @Workforce Cttee	Benchmark data published – cross ref in Workforce Cttee Chairs report supporting appendix blue box BoD
Nurse Staffing Overview (LG)	Report	Report Annual Report ??	Report	Report	Report	Report
Investment & Updates Regular updates Workforce Cttee -deep dives						
Freedom to Speak Up (JH & Guardian)	Annual Report & Presentation (<i>appendix self asses</i>)				Six month Update report - self assess	
Guardians of Safe Working - Annual update to Board (report in Quality Account) (PW) Q reports to MESC (Workforce Cttee)	Annual Report & Presentation					
Equality & Diversity Move to Workforce Cttee						
Gender Pay Gap (Nat. publication 31 March) Move to Workforce Cttee						
Violence against staff Annual Report (CR) Workforce Cttee		Receive as blue box from Cttee				March Wfc Cttee
Medical Revalidation Report (PW - Responsible Officer) Any excluded Dr to be reported	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i>	<i>As required</i>
NMC Revalidation (nursing & midwifery) (LG)		Annual Report - agreed 2017 - to be by exception				
Clinical Excellence Awards (JL)					<i>Request delegated authority to F&P for Feb and report to March BoD</i>	Report to Board
Caring the Leeds Way - Annual Report (LG) Nursing & Midwifery Strategy (caring the Leeds Way)	Approve New strategy Deferred due to Covid Needs new date		Approve New strategy			Annual Report Defer
STRATEGY UPDATES						
Corporate Objectives (JH)						As defined for new £ year, app to CE report
Annual Plan -2020/21 (JG) Annual Plan 2021/22 (JG)	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR	Progress in IQPR
International & Commercial Strategy (SW, JG)			Re-fresh - planned			Approve Annual Plan for 2021/22
Stakeholder Management Strategy (SW, JG)		Report on engagement of new				

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		strategy				
Estates Strategy (CR) Annual Sustainability Report (to F&P May)						Estates Strategy Annual Update
Sustainability (CR) To F&P in May flow to blue box for BoD		Annual report sustainability				
Building the Leeds Way (SW&MB) Assurance via BDC Thresholds for approvals, or submissions to DHSC, and updates	Report	Report	Report	Report	Report	Report
Innovation District Report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report	To be included in the BDC report
Leeds as Anchor Institution (JG)			Report			
Population Health Management updates (JG)				Report		
R&I Strategy (PW &CT) Approved 26 March 2020 Joint R&I Strategy LHTT/UoL Approved Oct 2020 timeout Single Annual Report to cover both		Annual report (cover both)				
Quality Improvement Strategy 2020-25 (PW &LG) New Strategy to flow from QAC to BoD ?annual update						
Public Health Strategy (PW)				Annual update		
Communication Strategy - (JW) Update @June 2018 timeout				Update		
Genetic Lab Reconfiguration (PW) Update to workshop (Genomic Medicine Service Alliance to Board timeouts until operationally functional) F&P Cttee Q reporting of genomics laboratory service by Pathology CSU with AG as link ADOP (March).						
GOVERNANCE, RISK & REGULATORY						
Standing Orders, SFI & Schemes Delegation Annual review and TOR update (as per review process Cttee AR)						Update following each Cttee Review in prep for annual reports
NHS I Provider Licence – Self-Certification (JH & RN) Submit to NHSI (by XX May 2021 - tbc) Publish by end June	BoD - self cert					
Assurance & Risk -Board Assurance Framework (JH &CB) -CRR (CB & JH)	BAF CRR Report	CRR Report	CRR Report	BAF (Sept Audit Cttee) - Nov BoD) CRR Report	CRR Report	CRR Report
Yearend Process Annual Report -Annual Governance Statement (JH&JB) Annual Accounts NB no longer audit letter - assurance report with accounts with a separate report to Audit Cttee Sept - then Board Quality Account (includes annual report on Guardians of Safe Working for Drs - PW- with Q reports to E&T Cttee) – Quality Account TBC assurance by Ext Audit	Sign off by BoD BoD sign off AGS (JB) Sign off by BoD NB extra ordinary Board meeting 28 May - accounts Sign off by BoD Presentation/report to	Receive by BoD public (published on website end June)	Assurance report from External Audit Cttee (on yearend /accounts)	Draft Mins of AGM to report to BoD workshop		
Appointment of External Auditors (SW) (approved BoD - Jan 2021)						
Update on implementation of the MOU with Leeds Cares (??) who owns this ?? States Q reporting on funding applications						
Emergency Preparedness (CS) Annual report 2020/21 (in full QA) Resilience & Response Core Standards 2021/22				Annual Report – incl in Quality Account Statement -BoD sign off - coming year		
Health & Safety Annual Report (from RMC)	To receive at RMC - then Blue box Public					

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Annual Fire Safety Report (from RMC)						Received at Feb RMC - Blue box Public
Health & Safety Policy (CB via KA) BoD approval March 2018	Revised policy for approval					
Administration	Code of Conduct and Nolan Principles (JB)	BoD Insurance (JB) Declarations				Fit and Proper Person test (JB) - Update
External review of BoD Gov - every 3 yrs (Self-assessment, External review, every 3 yrs – carried out Aug 2018) Currently LG, CB & JB exploring companies to carryout external review – tbc for Q1						
Information / assurance						
FOI Annual report (Blue Box - public) - (PJ)					Annual report	
External Assurers Report (PW) Sept 2017 - BoD agreed to go to QAC						
Visitor access policy (JW)					Annual Report	
Other issues and in year requests						

BOARD TIMEOUT SESSIONS - PLAN FOR ITEMS

24 June 2021	21/22 October 2021	19 Jan 2022	10 March 2022
AM ½ day Board session with the Lead Clinicians <i>(NB This needs to be moved to the autumn with Clinicians)</i>	21 Oct CSUs Leeds Improvement Method (last update at March 2021 session)	Chairs meeting Meeting with Charity	
PM – Fundamental £ review Board training & Development	22 Oct		

		Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22		
		Thursday 1st April		Thursday 3rd June	Thursday 1st July		Thursday 2nd September	Tuesday 5 October	Tuesday 2nd November	Thursday 2nd December		Tuesday 1st February	Thursday 3rd March		
WEEK 1	AM							Board Timeout (with Clinicians)					Audit Committee	WEEK 1	AM
	PM	Risk Management Committee		Risk Management Committee	Risk Management Committee		Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee	WEEK 1	PM
									Thursday 4th November	Thursday 9 December		Thursday 3rd February			
1	AM										Audit Committee			WEEK 1	AM
	PM								Risk Management Committee			Risk Management Committee		WEEK 1	PM
		Thursday 8th April	Tuesday 4th May		Thursday 8th July	Tuesday 3rd August	Thursday 9 September	Thursday 7th October	Tuesday 9th November		Thursday 6th January	Thursday 10th February	Thursday 10th March		
WEEK 2	AM	Quality Assurance Committee (QAC)	Workforce Committee		Quality Assurance Committee (QAC)		Audit Committee	Quality Assurance Committee (QAC)	Research & Innovation (R&I) Committee			Quality Assurance Committee (QAC)	Board Timeout	WEEK 2	AM
	PM		Research & Innovation (R&I) Committee			Research & Innovation (R&I) Committee		Risk Management Committee	Thursday 11th November		Risk Management Committee			WEEK 2	PM
			Thursday 6th May			Thursday 5th August			Workforce Committee			Friday 11th February			
2	AM		Audit Committee						Friday 12th November			Digital and IT (DIT) Committee		WEEK 2	AM
	PM		Risk Management Committee			Risk Management Committee			Digital and IT (DIT) Committee					WEEK 2	PM
		Thursday 15th April	Tuesday 11 May		Thursday 12th August	Wednesday 15th September				Wednesday 15th December	Wednesday 12th January		Wednesday 16th March		
WEEK 3	AM		Research & Innovation (R&I) Committee			Quality & Safety Assurnace Group	Workforce Committee				Finance & Performance (F&P) Committee	Workforce Committee		WEEK 3	AM
	PM		Thursday 13th May			Building and Development Committee (BDC)								WEEK 3	PM
		Thursday 15th April	Building and Development Committee (BDC)	Thursday 17th June	Thursday 15th July	Friday 13th August	Thursday 16th September	Thursday 14th October	Thursday 18th November	Thursday 16th December	Thursday 13th January	Thursday 17th February	Thursday 17th March		
3	AM	Quality & Safety Assurnace Group	Friday 14th May	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Digital and IT (DIT) Committee	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	Board Timeout	Quality & Safety Assurnace Group	Quality & Safety Assurnace Group	WEEK 3	AM
	PM	Building and Development Committee (BDC)	Digital and IT (DIT) Committee	Building and Development Committee (BDC)	Workforce Committee		Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)		Building and Development Committee (BDC)	WEEK 3	PM
		Wednesday 19th May	Wednesday 23rd June		Tuesday 17 Augur		Thursday 21st October	Wednesday 24th November		Thursday 20th January	Wednesday 23rd February				
WEEK 4	AM		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee				Board Timeout	Finance & Performance (F&P) Committee		Quality & Safety Assurnace Group	Finance & Performance (F&P) Committee		WEEK 4	AM
	PM					Research & Innovation (R&I) Committee					Building and Development Committee (BDC)			WEEK 4	PM
		Thursday 20th May	Thursday 24th June	Thursday 22nd July	Friday 20 August		Friday 22nd October	Thursday 25th November			Thursday 24th February				
4	AM	Chairs of Committees	Board	Board Timeout	Building and Development Committee (BDC)	Digital and IT (DIT) Committee		Board Timeout	REM Committee			Building and Development Committee (BDC)		WEEK 4	AM
	PM								Board					WEEK 4	PM
		Wednesday 28th April	Thursday 25 May	Wednesday 30th June	Wednesday 28th July	Wednesday 25th August	Wednesday 29th September	Wednesday 27th October		Wednesday 26th January		Wednesday 30th March			
WEEK 5	AM	Finance & Performance (F&P) Committee			Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee			Finance & Performance (F&P) Committee		Finance & Performance (F&P) Committee	WEEK 5	AM
	PM		EX-O Building and Development Committee (BDC)				Board - Workshop							WEEK 5	PM
			Friday 28th May		Thursday 29th July		Thursday 30th September				Thursday 27th January		Thursday 31st March		
5	AM		Audit Committee (AM - YearEnd)		REM Committee			Board - Public (AM)			Board		Board	WEEK 5	AM
	PM		Extra-O Board - Accounts (AM)		Board									WEEK 5	PM

V5- updated 22 April; Holf for Btime on 5 Oct (TBC)
V6 - updated 26 April: Ex-O BDC on 28 May
V7 - updated May 21 - Changes to Sep BoD

DRAFT		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	DRAFT	
WEEK 1	AM		Tuesday 3 May	Thursday 2 June		Tuesday 2 Aug	Thursday 1 Sep		Tuesday 1 Nov	Thursday 1 Dec	Thursday 5 Jan	Thursday 2 Feb	Thursday 2 March	WEEK 1	AM
	PM		Research & Innovation (R&I) Committee	Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee		Research & Innovation (R&I) Committee	Risk Management Committee	Risk Management Committee	Risk Management Committee	Risk Management Committee	Risk Management Committee	WEEK 1
1	AM		Thursday 5 May			Thursday 4 Aug			Thursday 3 Nov					WEEK 1	AM
	PM		Audit Committee			Risk Management Committee			Risk Management Committee					WEEK 1	PM
WEEK 2	AM	Thursday 7 April	Thursday 12 May	Thursday 9 June	Thursday 7 July	Thursday 11 Aug	Thursday 8 Sep	Thursday 6 October	Thursday 10 Nov	Thursday 7 Dec	Thursday 12 Jan	Tuesday 7 Feb	Thursday 9 March	WEEK 2	AM
	PM	Quality Assurance Committee (QAC)	Quality & Safety Assurance Group	Quality & Safety Assurance Group	Quality Assurance Committee (QAC)	Quality & Safety Assurance Group	Quality & Safety Assurance Group	Quality Assurance Committee (QAC)	Quality & Safety Assurance Group	Quality & Safety Assurance Group	Quality & Safety Assurance Group		Quality & Safety Assurance Group	WEEK 2	PM
2	AM	Risk Management Committee	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Risk Management Committee	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Risk Management Committee	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Building and Development Committee (BDC)	Research & Innovation (R&I) Committee	Building and Development Committee (BDC)	WEEK 2	AM
	PM		Friday 13 May			Friday 12 Aug			Friday 11 Nov			Thursday 9 Feb		WEEK 2	PM
3	AM		Digital and IT (DIT) Committee			Digital and IT (DIT) Committee			Digital and IT (DIT) Committee			Quality & Safety Assurance Group		WEEK 3	AM
	PM											Building and Development Committee (BDC)		WEEK 3	PM
WEEK 3	AM	Thursday 14 April	Thursday 19 May		Thursday 14 July	Thursday 15 Sep	Thursday 13 October	Thursday 17 Nov	Wed 14 Dec	Thursday 19 Jan	Friday 10 February	Thursday 16 March	WEEK 3	AM	
	PM	Quality & Safety Assurance Group	Workforce Committee		Quality & Safety Assurance Group	Workforce Committee	Quality & Safety Assurance Group	Workforce Committee	Finance & Performance (F&P) Committee	Board Timeout	Digital and IT (DIT) Committee	Workforce Committee	WEEK 3	PM	
4	AM												WEEK 4	AM	
	PM	Building and Development Committee (BDC)			Building and Development Committee (BDC)		Building and Development Committee (BDC)							WEEK 4	PM
WEEK 4	AM		Wed 25 May		Thursday 21 July		Thursday 20 Oct	Wed 23 Nov		Wed 25 Jan	Wed 22 Feb	Thursday 23 March	WEEK 4	AM	
	PM		Finance & Performance (F&P) Committee		Workforce Committee		Board Timeout	Finance & Performance (F&P) Committee		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Board Timeout	WEEK 4	PM	
5	AM		Thursday 26 May				Friday 21 Oct	Thursday 24 Nov		Thursday 26 Jan			WEEK 5	AM	
	PM		Board				Board Timeout	Board		Board			WEEK 5	PM	
WEEK 5	AM	Wed 27 April		Wed 29 June	Wed 27 July	Wed 31 Aug	Wed 28 Sep	Wed 26 Oct				Wed 29 March	WEEK 5	AM	
	PM	Finance & Performance (F&P) Committee		Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee	Finance & Performance (F&P) Committee				Finance & Performance (F&P) Committee	WEEK 5	PM	
6	AM			Thursday 30 June	Thursday 28 July		Thursday 29th Sep					Thursday 30 March	WEEK 6	AM	
	PM			Board Timeout (AM with Lead Clinicians)	Board		Board					Board	WEEK 6	PM	

DRAFT Version; Rem/ Chairs not included and workforce dates to be reviewed (for reporting flow)